



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE**  
**CMR 408**  
**APO AE 09182**

AETV-GW-CO

28 July 2003

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: 69<sup>th</sup> ADA Brigade Command Policy Letter 10, After-the-Fact TDY**

1. Sending a service member or civilian employee TDY without a valid, written order or a confirmed verbal order is an unauthorized commitment of funds. This can over-obligate the Battalion's/Brigade's funds and the traveler could expend personal funds that may not be reimbursed.
2. Commanders must ensure that TDY orders are submitted in sufficient time to be issued before the traveler departs on a mission. Sufficient time is not defined as a day or two before departure.
3. When an emergency situation arises where a written order cannot be issued before travel commences, the unit will attain command approval and call and email the RMO. The requester must email all pertinent information such as name, social security number, destination, purpose of travel and reason why a written order cannot be prepared, who approved the TDY, and ascertained/certified funding is available. The completed confirmatory order will be sent to the V Corps Budget Control Division for processing NLT the second work day after the verbal order was requested. The verbal order and the date it was requested will be referenced in block 16, remarks of form DD1610.
4. A copy of this letter will be posted on all unit bulletin boards.
5. ***"TEAM OF WINNERS!"***

**R. KIRK LAWRENCE**  
**COL, AD**  
**Commanding**

**DISTRIBUTION:**

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